

OP-21.06, "Inmate Identification Cards," October 1, 2007

SCDC POLICY/PROCEDURE

NUMBER: OP-21.06

TITLE: INMATE IDENTIFICATION CARDS

ISSUE DATE: OCTOBER 1, 2007

RESPONSIBLE AUTHORITY: DIVISION OF CLASSIFICATION AND INMATE RECORDS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: OP-21.06 (December 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: 15-20, 19-96

ACA/CAC STANDARDS: 4-4285

STATE/FEDERAL STATUTES: None

PURPOSE: To establish guidelines and procedures for the issue, use, confiscation, and replacement of SCDC inmate identification cards.

POLICY STATEMENT: In order to promote the safety and security of the public and staff, and to provide a means for the continuous identification of inmates, the South Carolina Department of Corrections will issue magnetically encoded photographic identification cards to all inmates upon admission and re-admission to the Agency. Inmates will be required to wear and display their identification cards at all times unless certain conditions warrant the temporary confiscation of an inmates identification card.

THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

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SPECIFIC PROCEDURES:

1. USE OF INMATE ID CARDS: All inmate identification (ID) cards are the exclusive property of the South Carolina Department of Corrections. Inmates are issued their ID cards for two (2) primary purposes:

- For personal identification and verification purposes (Note: Inmates are required to wear and display their ID cards on their outermost garment at all times.);
- To make electronic purchases/charges from their E.H. Cooper Trust Fund Account (and any future automated accounts or information systems that may be incorporated for later use). (NOTE: The magnetic strip on the back of each ID card allows inmates to make electronic purchases from their accounts. Designated employees may have to use an inmate's ID to complete a purchase for him/her when the inmate is assigned to a certain custody level/unit.)

Use of any inmate ID card for any purpose other than those listed above is considered a violation of Departmental rules and regulations (i.e., failure or refusal to wear/display ID cards; use of another inmates ID card; intentional damage, destruction, temporary or permanent alteration, or forgery of ID cards; etc.).

2. INITIAL ISSUE OF INMATE ID CARDS:

2.1 Reception and Evaluation Center staff will be responsible for immediately issuing an identification card (ID) upon an inmates admission or readmission to the Department. ID cards will be issued in the inmates legal name at the time of commitment. However, if an inmate has legally changed his/her name, the commitment name will be shown first followed by the changed name. (4-4285)

2.2 Upon issue of the ID, the inmate will be provided a copy of SCDC Form 19-96, "ID Card Rules, Regulations, and Responsibilities." Should any inmate indicate that s/he is unable to read, Reception and Evaluation staff will read this statement to the inmate. Copies of these rules will also be posted in conspicuous locations throughout each institution for inmates to read, i.e., canteen, mailroom, and each inmate living unit.

3. DISPLAY OF INMATE ID CARDS:

3.1 Upon issue, all inmates assigned to the Department will be required to wear their ID cards at all times except when the Warden requires removal for safety/security reasons in work environments where display of the card would create a hazard. Each inmate will wear his/her inmate ID card in his/her clip-on plastic ID card holder on the left collar of the outermost garment with the picture and name of the inmate facing outward at all times.

3.2 Institutions may place adhesive identification stickers on the front of the card for purposes of institutional identification related to inmate movement restrictions and/or housing assignments. However, no such stickers may be placed on the card in such a manner that would cover the picture or the name of the inmate. Inmates are not authorized to put any stickers on their ID.

4. REPORTING THE LOSS, THEFT, DAMAGE, OR NEED TO REPLACE ID CARDS AND DEACTIVATION OF ID CARDS:

4.1 The Warden of each institution will designate a sufficient number of employees to be responsible for receiving and maintaining reports of all lost, stolen, or damaged cards and for other requests for replacement ID cards. Staff will be selected in such a manner to ensure 24-hour coverage.

4.2 During institutional orientation, inmates will be instructed to report immediately the loss, theft, damage, or need to replace their ID cards to the designated institutional staff. Conditions that warrant notification are as follow:

- Lost, stolen, or damaged cards;
- General wear and deterioration of the card;*
- Changes to an inmates SCDC number;*
- Changes to an inmates legal name;*
- Major physical changes in an inmates appearance.*

(*NOTE: Staff of each institution may initiate replacement card procedures [see Procedure #5, below] under these conditions as well.)

4.3 Once designated staff members are informed of the need to initiate replacement card procedures, they will determine if the inmate will be assessed a fee for the replacement of the card. If a replacement fee is assessed, staff will provide the inmate with a copy of SCDC Form 15-20, "[Inmate] Identification Card, Replacement Request and Authorization." In case of lost, stolen, or damaged ID cards, inmates will complete Section I of this form. If an inmate is unable to complete his/her portion of the form, the staff member providing the form will assist the inmate. If it is determined that no fee will be assessed to the inmate, SCDC Form 15-20 will not be used and the inmate will maintain his/her current ID card until the replacement ID card is issued to him/her. Refer to sections 6.1 and 6.2 to determine when a replacement fee should or should not be assessed. (NOTE: SCDC Form 15-20 is to be kept by the business office. No copies of this form are to be forwarded to the Central ID Station or filed in the inmate's central or institutional record.)

4.4 Once the form is completed, the inmate will submit it to designated staff. Designated staff will be responsible for the following:

4.4.1 Signing and dating the form in the space provided in Section I to indicate their receipt of the form;

4.4.2 Providing the inmate with a copy of SCDC Form 15-20 and advising the inmate to maintain this form in his/her possession at all times; (This form or the inmate's old card if no Form 15-20 is issued), will serve as the inmates temporary ID until a replacement card has been issued. Inmates will not be able to make purchases from the canteen with this form.)

4.4.3 Ensuring that the inmates ID card is deactivated within no more than 30 minutes of his/her receipt of SCDC Form 15-20; (An automated record of the deactivation will be maintained in the computerized ID System.)

4.4.4 Confiscating and destroying (cutting in half and disposing of) the inmates existing ID card, upon receipt of the new ID card from the Central ID station, if a new card is being requested due to either a change in the inmates name or appearance, or due to a card being damaged or deactivated. (In the case of a lost card, if the old card is eventually found, it will be destroyed. If usable, the clip will be retained and maintained for reissue.)

4.5 Once any card considered lost or stolen has been deactivated, designated staff at the institution will review the inmates E. H. Cooper Trust Fund Account to ensure that no inappropriate use of the inmates card has occurred. If the card has been inappropriately used, uniformed staff at the institution will investigate the matter. If the card has not been found or has not been inappropriately used, replacement procedures described in Procedure #5, below, will be followed.

5. REPLACEMENT OF ID CARDS:

5.1 Once the procedures listed in #4.4.1 through 4.4.4, above, have been completed, a copy of SCDC Form 15-20 will be provided to the Warden/designee if replacement fees are being assessed. The Warden/designee will be responsible for approving (by signing Section II-A of the form) the replacement of an ID card for an inmate assigned to his/her institution.

5.2 The Warden/designee, will notify the Central ID Station via CRT message or e-mail of the name, SCDC number, and institutional location of the inmate needing a new ID card. This process should take no more than five (5) working days. If the ID card is being replaced due to a major change in the inmates appearance or the inmate's photograph is more than five (5) years old, the message will be sent to the Central ID Station.

5.3 The inmate's photograph will be sent to the Central ID Station via the web-based "inmate Photo Submission" application. (Note: See Procedure #6, below, for information regarding replacement fees to determine if a fee is applicable.)

5.4 The Central ID Station will activate and then forward the replacement ID to the requesting institution for issuance to the inmate. The institution will verify the information on the ID prior to issuing it to the inmate. The inmate will be required to complete Section III of SCDC Form 15-20 to indicate his/her receipt of the ID card. A copy of this form will be maintained in the institution's business office for accounting purposes. The Central ID Station will forward to the Inmate Records Branch a copy of the frontal and profile pictures whenever the ID card is replaced due to a major physical change in the inmates appearance.

5.4 When a replacement ID card is needed, but the inmate has a current photograph in the database, it will not be necessary to re-photograph the inmate. The institution's designated employee should complete SCDC Form 15-20. The designated institutional employee will notify the Central ID station via CRT or e-mail of the name, SCDC number, and location of the inmate needing a replacement card.

6. REPLACEMENT FEES:

6.1 A replacement fee for the cost of the card and/or clip-on plastic ID card holder or badge clip will be charged to the inmate provided the following conditions are present:

- The card has been lost, stolen, or, in the opinion of the Warden or designee, intentionally damaged by the inmate; or
- The card is being replaced because an inmate legally changed his/her name.

6.2 Replacement fees will not be assessed if the replacement card is being requested for the following reason(s):

- The card is being replaced due to normal wear and tear;
- The card is being replaced due to a change to an inmates SCDC number;
- The card is being replaced to reflect a major change in the physical appearance of the inmate or
- The inmate's photograph is more than five(5) years old, in accordance with section 67.1 of SCDC Policy/Procedure OP-21.04, "Inmate Classification Plan."

6.3 A schedule of fees for replacement of such items will be developed and approved by the Agency Director and will be posted in conspicuous locations throughout each SCDC institution. The Agency Director reserves the right to adjust these fees at any time.

6.4 If a replacement fee is determined by the Warden/designee to be warranted, Section II-B of the form will be completed by the Warden/designee; and a copy of the form will be forwarded to the institutional designee for automated entry so that appropriate charges can be assessed to the inmates E.H. Cooper Trust Fund Account. The Warden or designee will indicate on the form the items to be charged, i.e., break-away chain or ID card. A second copy of the form will be forwarded to the Central ID Station so that replacement card procedures can commence. (See Procedures #5.2 and 5.3, above.) Once fees have been assessed on an inmate, no refunds will be issued to him/her even if the inmate locates his/her ID card after a new card has been issued. Once entered into the restitution system, the entry designee will complete Section IV of the form and will maintain a copy of the same for his/her records. Records will be maintained until such time that all financial audits are completed.

7. RELEASE OR TRANSFER (TO ANOTHER AGENCY OR NON-SCDC FACILITY): When an inmate is released or transferred as a result of the Interstate Corrections Compact (ICC) or Immigration and Customs Enforcement (ICE), the inmates ID card will be deactivated, placed in an envelope, and filed in the last section of the institutional record.

7.1 When an inmate is released, paroled, or transferred to a Designated Facility, the inmate will keep his/her ID card in his/her possession. The clip and card holder will be kept at the losing institution or sent to the Reception and Evaluation Center for reuse.

SIGNATURE ON FILE

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Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.